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UNCLAS

SUBJ/ MARINES SCHEDULED TO ATTEND U.S. MARINE CORPS FORCES, SPECIAL OPERATIONS COMMAND (MARSOC) ASSESSMENT AND SELECTION (A&S) COURSE 16-3

REF/A/MSGID:MSG/MARADMIN 094-00/-//

REF/B/MSGID:MSG/MARADMIN 068-05/-//

REF/C/MSGID:MSG/MARADMIN 427/15/-//

REF/D/MSGID:DOC/DOD FMR 7000.14-R, VOL 9/-//

REF/E/MSGID:DOC/NAVSO P-6034 JFTR, APP O/-//

REF/F/MSGID:MSG/MARADMIN 229-00/-//

REF/G/MSGID:MSG/DFAS TAN 13-03///

REF/H/MSGID:MCO 1200.17E ///

POC/ RICHARD W. ASHTON/RECRUITING AND ADVERTISING BRANCH OPERATIONS &

TRAINING OFFICER

/UNIT: COMMARFORSOC/NAME: CAMLEJ/TEL: 910-440-0281//

AMPN/REF A IS MANDATORY USE OF GOVERNMENT TRAVEL CHARGE CARD (GTCC)

REF B MANDATES THE USE OF DEFENSE TRAVEL SYSTEM (DTS) AND UPDATES

COMMANDERS AND MARINES ON ITS IMPLEMENTATION. REF C IS THE RESERVE ENLISTED OPPORTUNITIES WITHIN MARSOC. REF D IS TRAVEL POLICY AND PROCEDURES. REF E IS TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES. REF F CLARIFIES THE RESERVE TRAVEL CLAIM SETTLEMENT PROCESS. REF G IS TRAVEL CLAIM SUBMISSION REQUIREMENTS FOR EXTENDED TDY PERIODS. REF H IS THE MOS MANUAL IN WHICH THE TWO MOS'S 0372 (ENLISTED), 0370 (OFFICER) IS INCORPORATED.

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(U) 1. MARINE SPECIAL OPERATIONS SCHOOL (MSOS) CONDUCTS AN ASSESSMENT AND SELECTION PROGRAM TO ENSURE A MARINE POSSESSES THE INTELLECT, MATURITY, AND PHYSICAL FITNESS REQUIRED OF A MARSOC CRITICAL SKILLS OPERATOR AND SPECIAL OPERATIONS OFFICER. A LIST OF MARINES THAT HAVE BEEN SELECTED AND ASSIGNED TO ATTEND A&S 16-3 IS ATTACHED TO THIS MESSAGE.

(U) 2. PERTINENT DATES

- A. ACTIVE DUTY MARINES WILL REPORT ON 20160809 BETWEEN 0800 AND 1600.
- B. RESERVE MARINES WILL REPORT ON 20160808 BETWEEN 0800 AND 1600. (SMCR ONLY: ENSURE ORDERS FACILITATE REQUIREMENT TO FIRST REPORT TO PARENT UNIT FOR INITIAL IN-PROCESSING)
 - C. COMPLETION DATE: 20160923.

(U) 3. CHECK-IN

- A. ALL MARINES WILL REPORT TO MSOS, BLDG RR415, MARSOC TRANSIENT BARRACKS, STONE BAY, CAMP LEJEUNE, NORTH CAROLINA WEARING APPROPRIATE CIVILIAN ATTIRE WITH ORDERS, MEDICAL AND DENTAL RECORDS IN HAND.
- B. ANY MARINES EXPERIENCING DIFFICULTY ARRIVING DURING THE MANDATED TIMES MUST CONTACT THEIR RECRUITER AND A&S DUTY (SEE PAR. 8 BELOW) TO COORDINATE AN EARLY OR LATE ARRIVAL. MARINES ARRIVING EARLIER THEN THEIR REPORT DATE/TIME MAY CHECK-IN TO RR415.
- C. MARINES MUST BRING ALL GEAR ON THE ATTACHED MARSOC A&S GEAR LIST NOTE: ENSURE THE SPECIAL OPERATIONS (SO) DUTY MEDICAL EXAMINATION IS HAND CARRIED INSIDE THE MEDICAL RECORD
- (U) 4. ACTIVE DUTY ORDERS AND FUNDING POLICY GUIDANCE
- A. ORDERS FOR THE APPROVED STUDENT TRAVELERS MUST BE PROCESSED VIA DTS.
- B. NLT 27 JULY 2016, STUDENTS MUST HAVE THEIR INFORMATION LOADED INTO THE DTS BY THEIR COMMAND. ALL ORDERS MUST AUTHORIZE "VARIATION AUTHORIZED" AND "PERSONAL DEVIATION-ITINERARY TRANS MODE" IN ORDER TO ALLOW MARINES TO CHANGE RETURN FLIGHTS DUE TO DISENROLLMENT. ANY CHANGES TO FLIGHTS SHOULD GO THROUGH THE LOCAL COMMERCIAL TRAVEL OFFICE.
- C. THE MARSOC LOA, "16 A&S (ANS3)" WILL BE UTILIZED FOR YOUR AUTHORIZATION AND THIS WILL ROUTE THE DOCUMENT TO MARSOC FOR APPROVAL. CONTACT THE MSOS TRAVEL ADMINISTRATOR (SEE PARA 8) FOR ISSUES CONCERNING DTS. FAILURE TO COMPLY WITH THIS INSTRUCTION WILL

RESULT IN THE PARENT COMMAND FUNDING THE MARINES' TAD.

- D. IF THE ASSIGNED STUDENT TRAVELER DOES NOT ATTEND THE COURSE, UNITS MUST COMPLETE THE FOLLOWING NOTIFICATION PROCESS NLT 5 AUGUST 2016:
 - (1) E-MAIL: RICHARD.ASHTON.CTR@SOCOM.MIL
 - (2) IDENTIFY THE MARINE NAME AND REASON FOR NOT ATTENDING.
- (3) UPON REQUESTING TAD CANCELLATION, SNM IS DIRECTED TO ZERO (CANCEL) THE AUTHORIZATION ORDER IN DTS WITHIN 72 HOURS TO PREVENT POSTING OF MISC FEES AND ERRONEOUS GTR CHARGES TO THE MARSOC TRAVEL ACCOUNT.
- E. MARINES TRAVELING FROM EAST COAST COMMANDS ARE AUTHORIZED TO USE PRIVATELY OWNED VEHICLES (POVS) FOR TRAVEL TO AND FROM MSOS. IN AND AROUND MILEAGE IS NOT AUTHORIZED. RENTAL VEHICLE IS NOT AUTHORIZED.
- F. ALL ORDERS WILL DIRECT THE USE OF GOVERNMENT QUARTERS AND MESSING. NO COST GOVERNMENT QUARTERS PROVIDED. ENLISTED PERSONNEL RESIDING OUTSIDE OF THE CAMP LEJEUNE LOCAL AREA (75 MILES) WILL BE ISSUED A MEAL CARD UPON ARRIVAL. OFFICERS RESIDING OUTSIDE THE LOCAL AREA WILL RECEIVE THE GOVERNMENT MEAL RATE (GMR) IN THEIR DTS ORDERS. OFFICERS SHOULD BE PREPARED TO PAY FOR MEALS THEY CONSUME AT THE MESSHALL DURING THIS PERIOD.
- G. REIMBURSEMENT OF TAXI WILL BE AUTHORIZED WITH SUBSTANTIATING DOCUMENTS.

(U) 5. RESERVE ADOS-CO GUIDANCE

- A. THE MARFORRES G1/OPS (CURRENT OPS SECTION) CORDINATES THE ISSUEANCE ADOS-CO ORDERS IN CONJUNCTION WITH CMC (MMIB) FOR A PERIOD OF 60 DAYS USING OVERSEAS CONTINGENCY OPERATION (OCO) FUNDING. IN THE EVENT THAT OCO FUNDING IS NO LONGER AVAILABLE, FUNDING WILL BE SUPPORTED BY MARSOC'S BASELINE MILITARY PERSONNEL MARINE CORPS (MPMC) BUDGET.
- B. ORDERS FOR AN IMA/IRR MARINE WILL DIRECT TRAVEL FROM THE MARINE'S PRIMARY RESIDENCE DIRECTLY TO MSOS BLDG RR415, MARSOC TRANSIENT BARRACKS, STONE BAY, CAMP LEJEUNE, NC.
- C. ORDERS FOR AN SMCR MARINE WILL DIRECT TRAVEL FROM THE MARINE'S PRIMARY RESIDENSE TO THEIR RESERVE TRAINING CENTER (I.E. SMCR UNIT) FOR 1-3 DAYS OF ADMINISTRATIVE IN-PROCESSING FOLLOWED BY TAD EXCESS TO MSOS BLDG RR415, MARSOC TRANSIENT BARRACKS, STONE BAY, CAMP LEJEUNE, NC.
- D. ALL ORDERS WILL DIRECT THE USE OF GOVERNMENT QUARTERS AND MESSING WHILE ABOARD CAMP LEJEUNE, NC.
- E. COMMERCIAL TRAVEL OR POV IS AUTHORIZED FOR TRAVEL TO CAMP LEJEUNE, NC. IF COMMERCIAL TRAVEL IS PROVIDED, REIMBURSEMENT OF TAXI FEE IS AUTHORIZED. POV IS NOT AUTHORIZED IF OUTSIDE 75 MILES OF CAMP LEJEUNE, NC, IN AND AROUND MILEAGE IS NOT AUTHORIZED. NO RENTAL VEHICLES WILL BE AUTHORIZED.

- F. QUESTIONS FROM SMCR UNITS CONCERNING SMCR MROWS ORDERS SHOULD BE DIRECTED TO THE MARFORRES G1/OPS (CURRENT OPS SECTION) POC. QUESTIONS FROM INDIVIDUAL SMCR UNIT MEMBERS SHOULD BE DIRECTED TO THEIR PARENT SMCR UNIT.
- G. QUESTIONS FROM IMA/IRR MARINES AND IMA OPSPONSORS SHOULD BE DIRECTED TO EITHER THE MARFORES G1/OPS (CURRENT OPS SECTION) OR THE MARFORES IPAC.
- H. ALL RESERVE MARINES SELECTED MUST CONTACT MARFORRES G1/OPS (CURRENT OPS SECTION) IOT ARRANGE TRAVEL AND CORDINATE THE ISSUEANCE OF ORDERS.

(U) 6. VOUCHER SETTLEMENT

- A. IAW REFS F, G, & H, ACTIVE DUTY MARINES MUST PROCESS SETTLEMENT VOUCHER (E.G., WITHIN 5 DAYS AFTER COMPLETION OF TRAVEL). ENSURE RECEIPTS ARE RETAINED FOR APPROPRIATE REIMBURSEMENT.
 - B. RESERVE MARINES WILL SUBMIT 30-DAY MONTHLY PARTIAL CLAIMS.

(U) 7. MISCELLANEOUS INSTRUCTIONS

- A. MARINES FAILING TO MEET MINIMUM PHYSICAL EVENT PREREQUISITES WILL RESULT IN BEING DROPPED FROM THE COURSE.
- B. ALL MARINES WILL RECEIVE A FITNESS REPORT OR PROFICIENCY AND CONDUCT MARKS WHILE TAD TO A&S. THE FITNESS REPORT WILL HAVE A START DATE OF 9 AUGUST 2016.

(U) 8. POINTS OF CONTACT

- (U) POC FOR TRAVEL (DTS) IS MICHAEL K. WESTLING AT COMM: 910-440-1182 (DSN 758) OR MICHAEL.WESTLING@SOCOM.MIL. (ACTIVE DUTY ONLY)
- (U) POC FOR A&S IS SSGT MEAGHER AT COMM: 910-440-0237 (DSN 758) OR AARON.MEAGHER@SOCOM.MIL. AFTER HOURS CONTACT THE A&S OOD AT CELL: 910-750-5532.
- (U) POC FOR MARSOC RESERVE LIAISON OFFICER IS GYSGT MICHELL AT COMM: 910-440-0547 (DSN 758) OR KERVENS.MICHELL@SOCOM.MIL
- (U) POC FOR MARFORRES G1/OPS (CURRENT OPS SECTION) IS CWO2 RAYMOND GARCIA AT COMM: 504-697-7265/7275/7274, EMAIL RAYMOND.M.GARCIA@USMC.MIL OR MFR SOURCING@USMC.MIL.

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